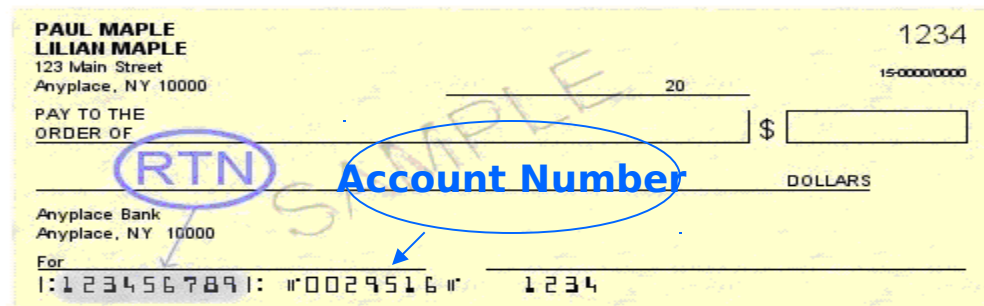


# ALLOTMENTS

- Start, stop, or change
- Information required:
  - Account Number and Account Type
  - Routing Number
  - Amount can not be more than your monthly net pay (monthly entitlements minus all monthly deductions, i.e., taxes, sgli, retirement home, DMR)
- Process:
  - Login to the MyPay Website

**Contact Information: Cpl Dryer, 763-0735 or  
brain.dryer@usmc.mil**

- Locating the Routing Number:
  - Left hand bottom corner of check
  - Contact Financial Institution
- Locating the Account Number:
  - Bank statement
  - Contact Financial Institution
  - Account number on the check is for the checking account



- Above is an example of the location for the Financial Institution Routing number.



Main Menu

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#### Your Marine Corps Active Duty Pay Account

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- [Last Pay Information](#)
- [Savings Deposit Program \(SDP\) Statement](#)

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- [Thrift Savings Plan Catch-Up](#)
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- [Personal Settings Page](#) (Click here for details)

Click on Allotments under **Pay Changes**.

- **STATUS:** You currently have 1 Financial Allotment(s). You may have up to 6 Financial Allotments. The following displayed allotment may be changed/stopped under myPay. If you currently have allotments that are NOT displayed, you are unable to change those allotments via myPay.
- Financial Allotments which may be changed using myPay are those voluntary deductions to financial institutions with direct deposit. This does not include such items as charity, insurance, thrift saving, garnishments, union or other organizational dues. For these changes, see your servicing payroll office or Customer Service Representative.
- You may START a new allotment, CHANGE an existing allotment amount, or STOP an existing allotment.
- To START or CHANGE, you need your Financial Institution's Routing Transit Number, Account Number, and Account Type (Checking Savings).
- If you change your Financial Institution's Routing Transit Number, you may also need to change your Account Number and Account Type. You can obtain this information from your financial institution.
- Warning: Court/support agencies require a case number for payment transactions. You cannot enter a case number and additional information using myPay. Please see your service payroll representative to start any court ordered child/alimony support payments

Start New Allotment

**Financial Allotment 1**

Financial Institution Routing Transit Number:

Account Number:

Account Type:

Monthly Amount:

Change

Stop

Shows all active Allotments and the option to start new allotments.  
To start a new allotment click "start new allotment".

Items	New
Financial Institution Routing Transit Number:	<input type="text"/>
Account Number:	<input type="text"/>
Account Type:	<input type="radio"/> Savings <input type="radio"/> Checking
Monthly Amount:	<input type="text"/> Max of 9999.99

- Enter the 9 digit Financial Institution Routing number.
- Enter the Account number.
- Click “Savings” or “Checking”.
- Enter the MONTHLY amount for the allotment (ex. \$200.00 monthly allotment would deduct \$100.00 from the 15<sup>th</sup> pay day and \$100.00 on the 1<sup>st</sup> pay day).
  - Deposits are made on the 1<sup>st</sup> of the month.
- Click “save” to start allotment
- Click “cancel” to return to main allotment menu, all entered information will be discarded

To start court ordered child/alimony support allotments contact your Disbursing Office.



- **STATUS:** You currently have 1 Financial Allotment(s). You may have up to 6 Financial Allotments. The following displayed allotment may be changed/stopped under myPay. If you currently have allotments that are NOT displayed, you are unable to change those allotments via myPay.
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- You may START a new allotment, CHANGE an existing allotment amount, or STOP an existing allotment.
- To START or CHANGE, you need your Financial Institution's Routing Transit Number, Account Number, and Account Type (Checking Savings).
- If you change your Financial Institution's Routing Transit Number, you may also need to change your Account Number and Account Type. You can obtain this information from your financial institution.
- Warning: Court/support agencies require a case number for payment transactions. You cannot enter a case number and additional information using myPay. Please see your service payroll representative to start any court ordered child/alimony support payments

[Start New Allotment](#)**Financial Allotment 1**

Financial Institution Routing Transit Number:

Account Number:

Account Type:

Monthly Amount:

[Change](#)[Stop](#)

- To change click “change”



Items	Current	New
Financial Institution Routing Transit Number:	xxxxxxxxx	<input type="text" value="yyyyyyyyy"/>
Account Number:	xxxxxxxxxxxxx	<input type="text" value="yyyyyyyyyyyyyyyy"/>
Account Type:	checking	<input type="radio"/> Savings <input type="radio"/> Checking
Monthly Amount:	100.00	<input type="text" value="200.0"/> 0 Max of 9999.99

Save

Cancel

- Enter new account information
  - The new account information and amount will start for the next month.
- Click “Save” to use new information
- Click “Cancel” to return to main allotment menu



- **STATUS:** You currently have 1 Financial Allotment(s). You may have up to 6 Financial Allotments. The following displayed allotment may be changed/stopped under myPay. If you currently have allotments that are NOT displayed, you are unable to change those allotments via myPay.
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- You may START a new allotment, CHANGE an existing allotment amount, or STOP an existing allotment.
- To START or CHANGE, you need your Financial Institution's Routing Transit Number, Account Number, and Account Type (Checking Savings).
- If you change your Financial Institution's Routing Transit Number, you may also need to change your Account Number and Account Type. You can obtain this information from your financial institution.
- Warning: Court/support agencies require a case number for payment transactions. You cannot enter a case number and additional information using myPay. Please see your service payroll representative to start any court ordered child/alimony support payments

[Start New Allotment](#)**Financial Allotment 1**

Financial Institution Routing Transit Number:

Account Number:

Account Type:

Monthly Amount:

[Change](#)[Stop](#)

- To Stop click “Stop”
  - Allotment will be stopped at the end of the current month if stop is submitted prior to the 20<sup>th</sup> of the current month.
  - For an emergency stop go to your Disbursing Office.



- For help or more information contact your Disbursing Office

**Contact Information: Cpl Dryer, 763-0735 or  
brain.dryer@usmc.mil**